

# Optosys<sup>®</sup> Info



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## Shop & Save!



**Congratulations to all of our winners of \$500 in b2b credits!**

- July: Granger Bernier & Ass. Inc. St-Jean-Sur-Richelieu, QC
- August: Clinique Optométrique de St-Hyacinthe Inc., QC
- September: Dr. David G. Thompson, Nanaimo, BC.
- October: Harbourview Optometry Centre, Thunder Bay, ON
- November: Carrefour Vision, Thetford Mines, QC
- December: Clinique Optométrique de St-Hyacinthe Inc., QC

A big "thank you" goes out to all our participating members!

**Welcome to fast and easy ordering!**

## Service Contract

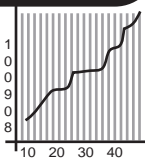
### Notice to all Optosys<sup>®</sup> Windows Users

Your 2006 service contract is in this month's mailing. Please read it over as it contains new conditions already in effect.

*\* Does not apply to Optosys<sup>®2</sup> users.*

## OPTOSYS<sup>2</sup> Installations

December 2005

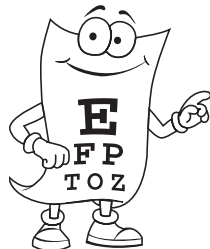


Westwood Optical Inc.  
Winnipeg, MB

Clinique d'Optométrie du Plateau  
Gatineau, QC

Clinique d'Optométrie En Vue  
Gaspé, QC

## On our calendar for 2006



### Come and discover Optosys<sup>®2</sup>...

Come and meet us during your regional fair. It will be our pleasure to show you all the special effects to be found in Optosys<sup>®2</sup>.

- Vancouver, BC: February 11<sup>th</sup>
- Halifax, NS: March 24<sup>th</sup>
- London, ON: March 31<sup>st</sup>
- Calgary, AB: May 6<sup>th</sup>

You can also discover Optosys<sup>®2</sup> from the comfort of your home or office if you have high-speed Internet. Contact Caroline Pauzé for more information at [cpauze@opto.com](mailto:cpauze@opto.com).

### For your own copy of Optosys<sup>®2</sup>...

You must reserve your dates! Over 30 clinics have already booked their 2006 dates for installations and places are limited!

## Tips & Tricks for OPTOSYS<sup>2</sup>.com

### How to modify an invoice

#### Case No. 1 (see the reverse)

The day after making a purchase, your patient has a change of heart and calls you to select a different pair of frames.

Follow these steps:

1. Go to the patient's invoice
2. Select the entry where the frames appear
3. Click on the line using the right-hand mouse button
4. Select "Cancel product"
5. Add the new frames

The system will reverse the transaction and a new line will appear on the invoice showing the subtraction (-1) of the first frames ordered and the frames will be returned to your inventory.

#### Case No. 2 (see the reverse)

The invoice has been printed and you realize that the payment method is wrong.

Follow these steps:

1. Go to the patient's invoice
2. Using the right-hand mouse button click on the "Patient" line in the summary section
3. Select "View Detail"
4. Select the line displaying the payment method
5. Click on this line using the right-hand mouse button
6. Select "Cancel detail"
7. Add the correct payment method

The system will automatically reverse the payment and a line will appear on the invoice reversing the payment.

All these transactions will appear on Optosys<sup>®2</sup> reports on the dates in which the changes were made. ☺

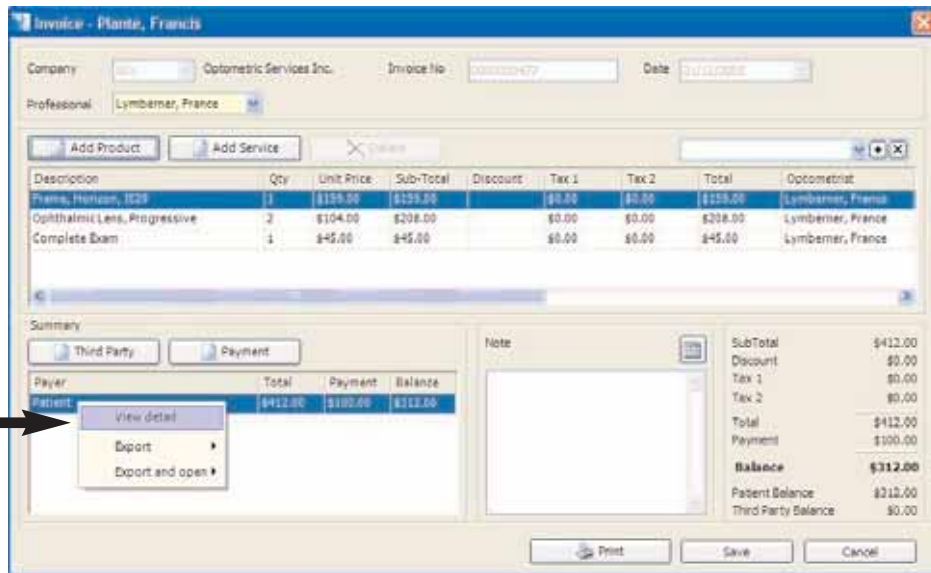
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**Now connected to the world!**

# Tips & Tricks OPTOSYS<sup>2</sup>.com

Case No. 1.4



Case No. 2.3



Case No. 2.6

